

Procedure for Remote Access

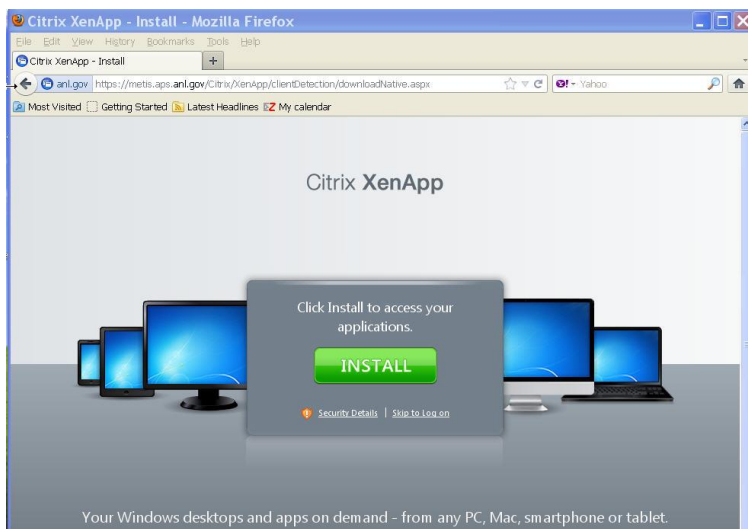
Using the APS Citrix Web Portal

mlw, 8/23/12

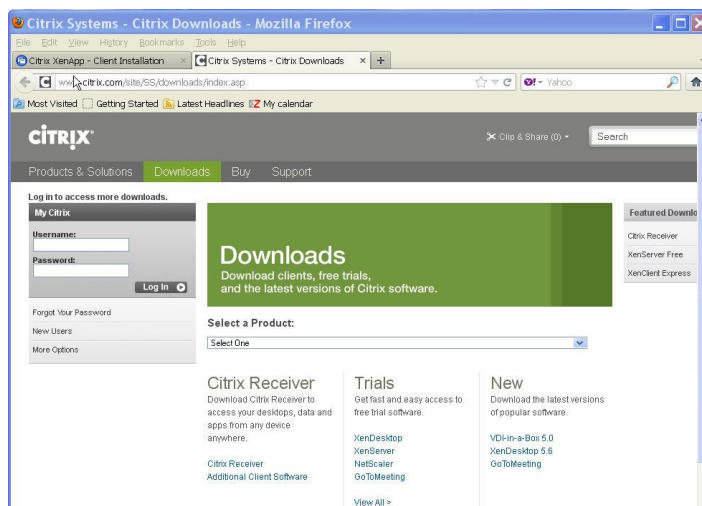
Note: You will need to install the Citrix Web client plug-in, also called the Citrix Receiver, upon first time access to the site. These steps (Steps 1-13) will only be needed for first time access. After that, skip to Step 14.

APS Citrix Web Portal first time access:

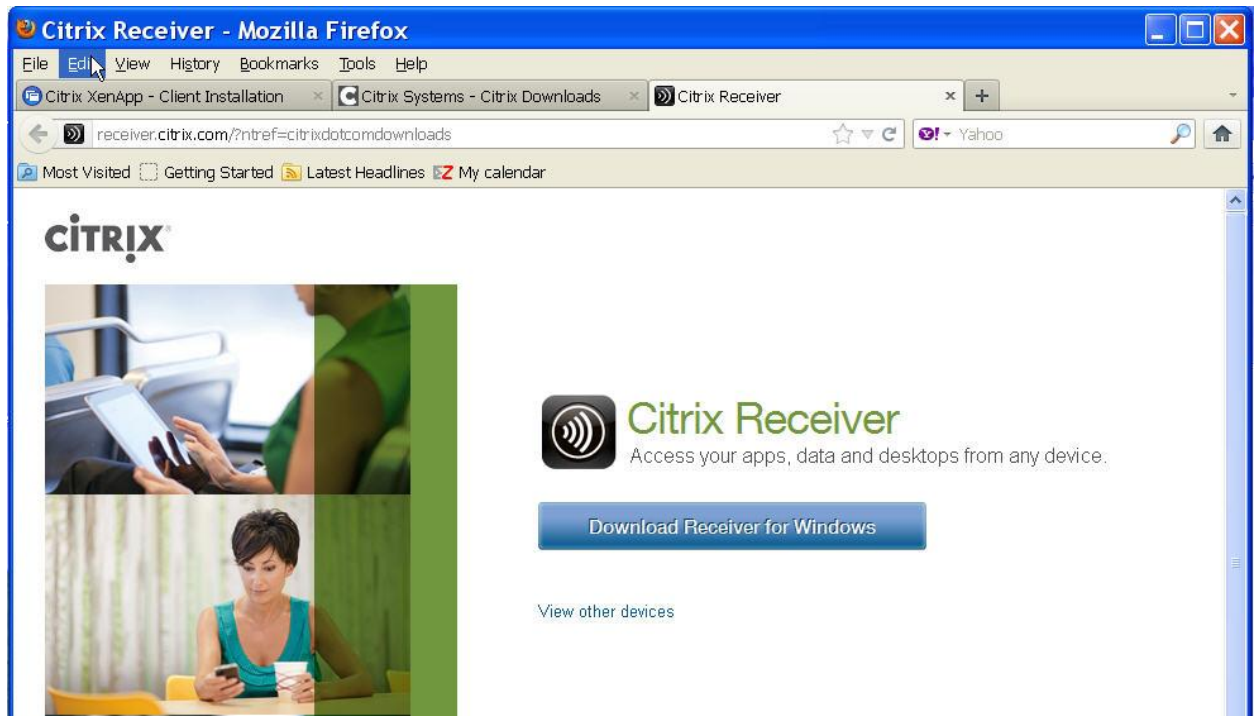
- 1) Open a web browser and go to: <https://metis.aps.anl.gov>
- 2) Click on the “Install” button to install the Citrix web client



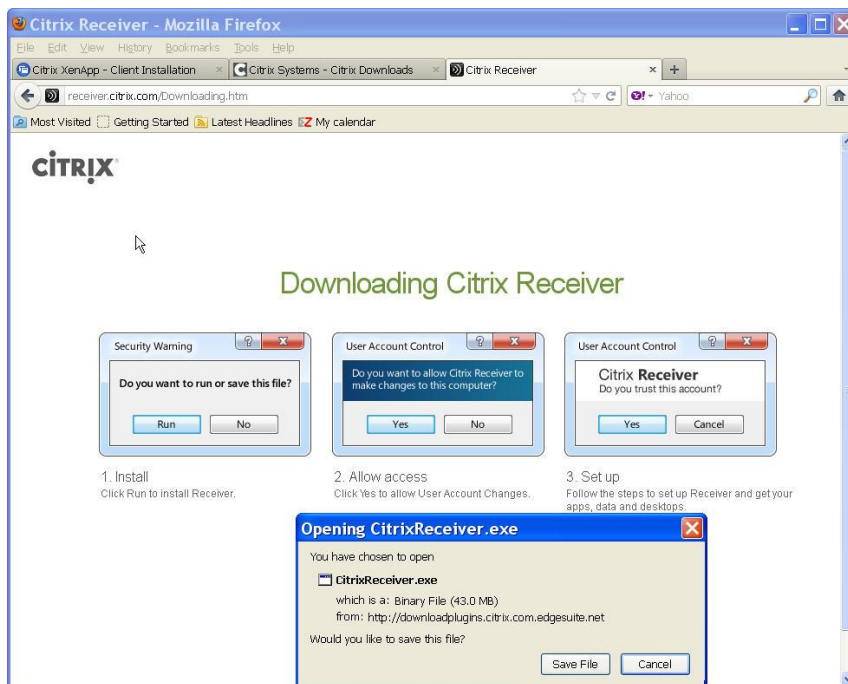
- 3) You will be directed to the Citrix download page, click on “Client Receiver”



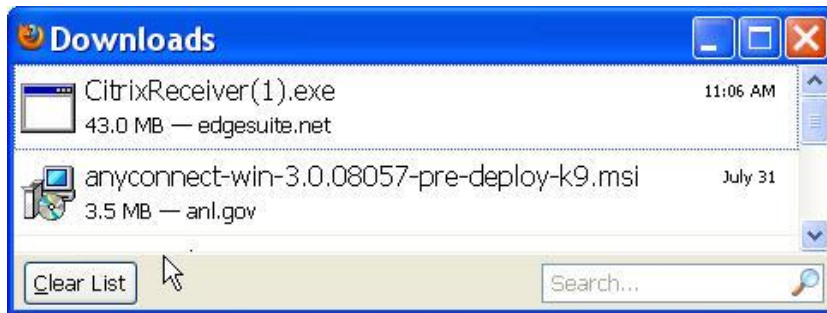
4) Click on “Download Receiver for Windows”



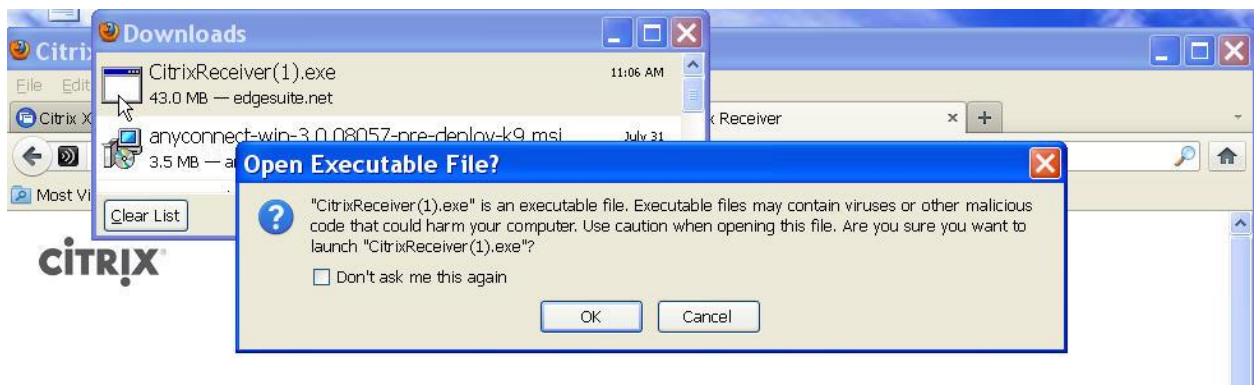
5) Click on “Save File” and install. You do not need an administrator account to install this plug-in.



- 6) Double-click "CitrixReceiver.exe" to start the install



- 7) Click on "OK" to install



- 8) Click on "Run" to install the Citrix Receiver



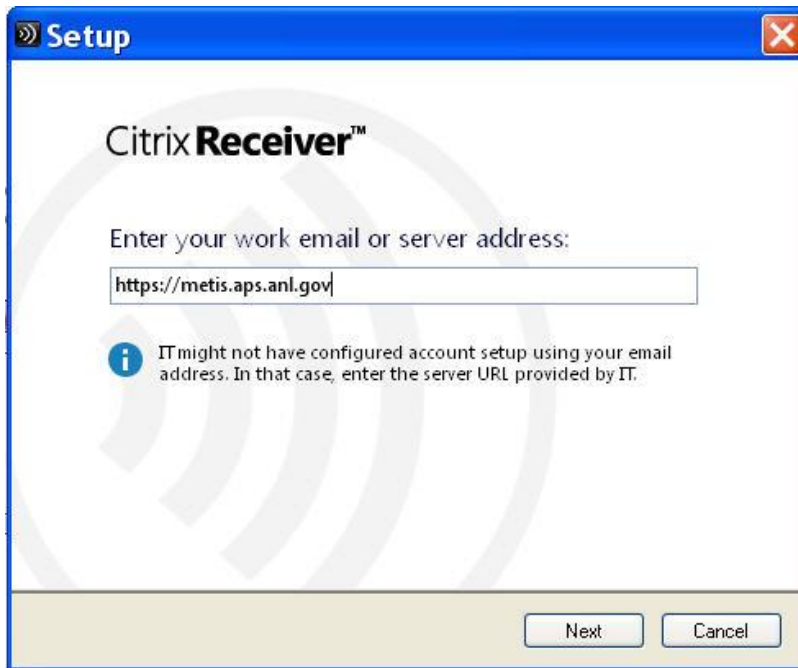
- 9) Click on "Install" to install Citrix Receiver



- 10) Watch installation progress



11) You will be prompted for the “server address”



The image shows a Windows-style setup window titled "Setup" with a blue header bar. The main content area has a light gray background with a large, faint, circular watermark. The text "Citrix Receiver™" is displayed in a bold, black font. Below it, the instruction "Enter your work email or server address:" is followed by a text input field containing the URL "https://metis.aps.anl.gov". An information icon (a blue circle with a white 'i') is positioned to the left of a paragraph of text: "IT might not have configured account setup using your email address. In that case, enter the server URL provided by IT." At the bottom right, there are two buttons: "Next" and "Cancel".

12) Enter “https://metis.aps.anl.gov” and click on “Next”



This image is identical to the one above, showing the same "Citrix Receiver Setup" window. The text and layout are the same, but the "Next" button at the bottom right is highlighted with a blue border, indicating it is the active or recommended action.

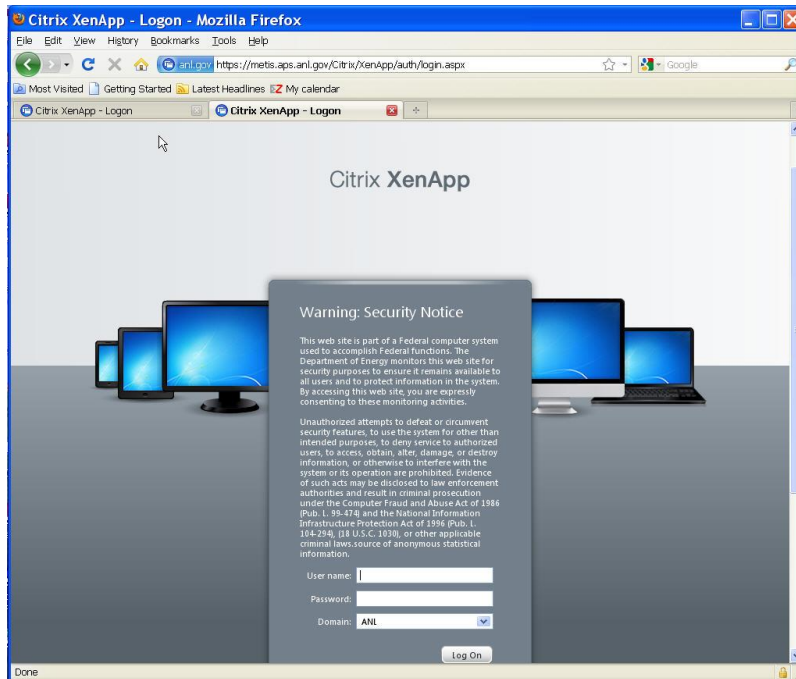
- 13) You will receive a message indicating that the Citrix Receiver has been successfully installed.
Close your browser.



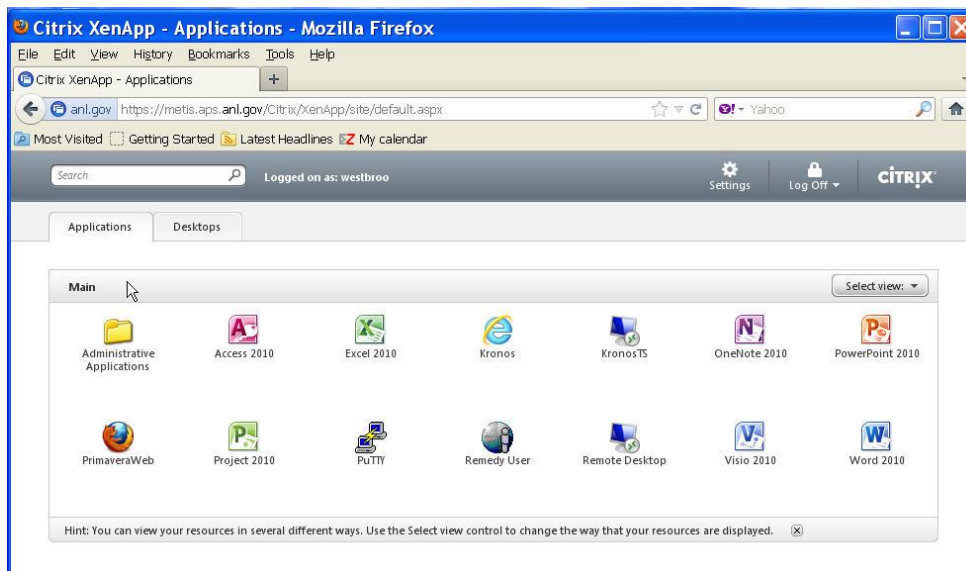
This concludes the steps needed for first time access.

Accessing the APS Citrix Web Portal:

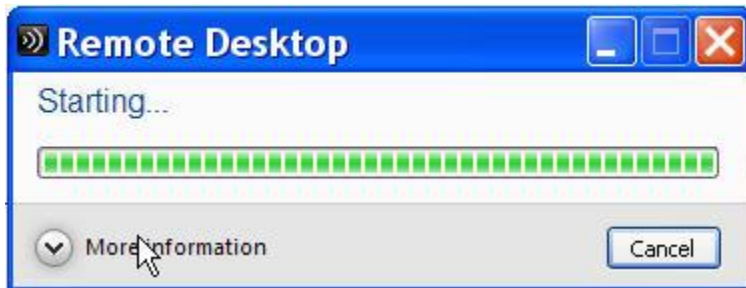
- 14) Open a web browser and go to: <https://metis.aps.anl.gov>. Login using your ANL credentials.



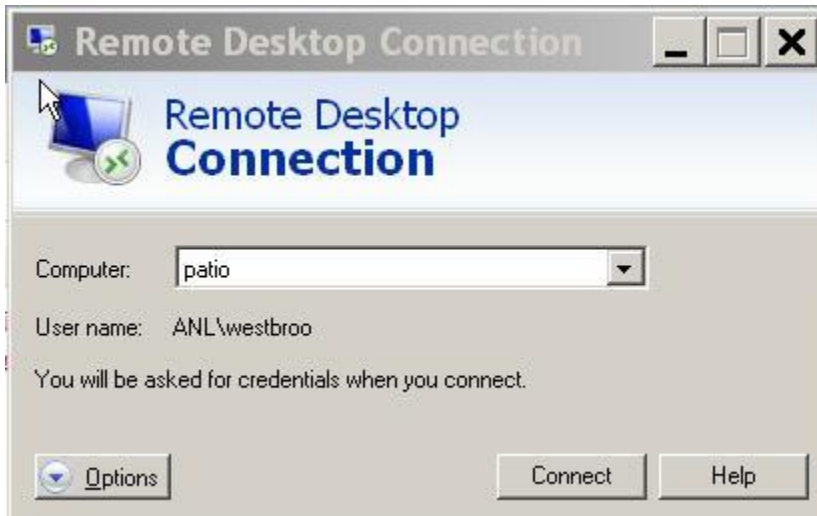
- 15) Once logged in, you are presented with various options. You can login to your office PC by clicking on the “Remote Desktop” icon



- 16) Monitor progress for Remote Desktop Connection



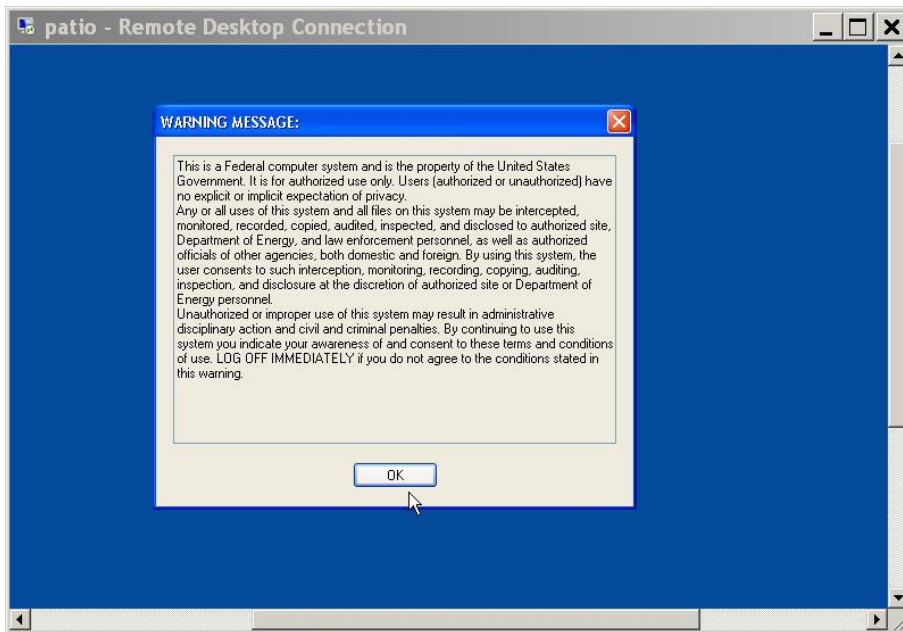
17) Enter the name of your desktop computer. In this example the desktop PC is named "patio"



18) Select "Yes" when asked "Do you want to connect anyway?"



19) Click on "OK"



20) Login to your desktop PC using your ANL credentials

